

State of Nevada IT Project Oversight Committee

Meeting Minutes for September 1, 2005

Meeting Name: ITPOC
Facilitator: Kathy Ryan
Recorder: George Trennin
Date: October 6, 2005
Time: 1:30 PM
Location: State Library Board Room

Attendees

Members	Attend ✓	Guests
Roberta Roth, UCCSN		Barbara Middleton, Project Oversight Unit
Kathy Ryan, DoIT	✓	
Dave McTeer, IFS	✓	
John Stewart, NDOT	✓	
Janet Pirozzi, DETR	✓	
Kathy Comba, DPS		
Chuck Moltz, AG	✓	
Grant Reynolds, B&I		
George Trennin, DoIT	✓	

Minutes –

The minutes from the 09/01/05 meeting were reviewed and approved.

Agenda Items and Discussion

1.	Agriculture Weights & Measures Licensing and Payment project (Initiation) The committee reviewed the monthly report and examined the deliverables completed. The RFP is scheduled to go out the Week of October 10 th . Depending on the responses, the State will know what aspects of this project are possible in the future. There is a concern that vendor responses might indicate inability to provide what the RFP requests with the funding available.
2.	PUCN Electronic Filings and Records Management project (Initiation): The committee reviewed the monthly report and pointed out that implementation (the current and last phase) is supposed to be 81% complete, but the overall project (Segment 1?) is 36% complete. The schedule realities did not sync up with these numbers. It was assumed that the 36% applied to both Segment 1 and Segment 2 as an aggregate. It was suggested to either consolidate Segment 1 and Segment 2 into one project or have two separate monthly reports – one for Segment 1 and another for Segment 2.
3.	Review of the Education Bighorn project: The committee did not receive a monthly report and, therefore, could not examine the project status.

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4.	Review of the SOS Statewide Voter Registration System: No monthly report was submitted; however, a separate communication to Kathy Ryan indicated that the project would be "on time" for the Federal mandate.
5.	Review of the Taxation Unified Tax (Phase II) project: The committee reviewed the monthly report and noted that Dave Haws, the project manager, is leaving the project. During the interim, Vince Cherpeski, the project's quality manager will assume project management roles until a new project manager is selected. One risk during this interim is that coverage for QA activities may be inadequate. Significant progress has been made with initial billings; Business License Renewals and the issuance of Business Licenses are now being produced on a regularly scheduled basis. The department has also been engaged in reviewing the General Design work product and has conducted a number of internal meetings and participated in Accenture follow up meetings. The project is now moving into a critical period that coincides with the holiday/vacation period near year-end. The project management team will need to pay close attention to schedules so that the impact to the project of key personnel being out of the office is minimized.
6.	Real Estate Licensing project (Closeout): The committee reviewed the closeout report and noted that issues arose after the staff began to thoroughly use the system. The problem of under staffing resulted in testing after implementation that should have been accomplished during the testing phase. One of the lessons learned was to enforce more rigor in the major phases of the project – gap analysis, training, documentation and procedures.
7.	Review of the DETR Contributions Redesign project: The committee reviewed the monthly reports and discussed the project continuing to be at 98% complete. The last 2% remaining to be done will be proved out by the mass mailing at the end of the quarter. It takes 6 weeks for mailing and exercising on-line production capabilities.
8.	Review of the DoIT Microwave project: The committee reviewed the monthly reports and noted that the new target dates of 10/31/05 for Phase 2A and the same target date of 10/31/05 for Phase 3. Both projects are behind schedule due to a variety of major issues. TR Systems, the subcontractors for Henkels & McCoy, walked off job due to non-payment of submitted invoice, much larger than H&M expected. Both sides pursuing legal solutions after almost 3 weeks of wrangling. It is also recently learned that all of the subcontractors on this project were not Nevada licensed contractors. H&M has been advised that they are in default and must remedy the problem. H&M brought Westower onto the project, which is licensed in Nevada. There is grave concern that H&M does not have skilled labor to complete the electronics and wiring portion of project. Anticipate they will not complete by end of contract, October 31, 2005.
9.	Review of monthly Wildlife Licensing project: The committee reviewed the monthly report and noted the same issues as last month in that a few deliverables (6.6.3.1.3 and .4) are still overdue.

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10.	MHDS AIMS to AVATAR Upgrade project Phase 3: The committee did not receive a monthly report; however, Troy Williams provided a verbal report to Kathy Ryan confirmation that Phase III is on track. They have just finished training for the Electronic Medical Records and are in the middle of equipment rollout and establishing connectivity with T1 lines.
11.	Discussion items: (1) Barbara Middleton, project manager from the Project Oversight Unit, presented a proposed revision of the Interim Performance Report (IPR) which included a basic unpopulated template and 2 examples using PUCN's Electronic Filings and Records Management project and Agriculture's Weights & Measures Licensing and Payment project. The revisions incorporated more functional views of project summaries, metrics, and statuses. The committee provided input to the proposed revisions and looks forward to seeing examples of final revisions at the 11/04/05 ITPOC meeting. (2) The committee was informed of upcoming project management classes for State personnel 11/30 – 12/1/05.

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Action Items¹

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
75.	4/1/04	<p>PROCESS IMPROVEMENTS:</p> <p>Review all ITPOC PSPs and update as needed. Look at consolidation. Some new forms have been added and one has been deleted. As an interim measure, revise existing IPR with minor adjustments adding fields for resolution date and status. The PSPs need to reflect these changes.</p> <p>Develop a template and guide for contingency plans.</p> <p>Reference guides need to be developed for the IPR, Project Closeout report and the Deliverables Payment Schedule. For the IPR guide it should include instructions to include staff time along with the contract amount for the vendor, and equipment and other costs for a total budget.</p> <p>Revisit the weighting criteria used for the Risk Assessment. Some items automatically should make a project high-risk. Revamp IPR risks area, indicate resolution dates, escalation dates, provide instructions for elaborating on issues and risks.</p> <p>Develop an alternate method for calculating variances on the IPR. Change the form to ask the project managers to provide a status for the stated risks and issues on the IPR. If something has been resolved it needs to be noted as such.</p> <p>Review the November report from the NDE Big Horn project vendor, Otis Ed, and evaluate if some segments of it, such as status of issues and color coding (R,Y,G) should be added to the IPR.</p> <p>Add Quality Assurance reports to the reports sent to the ITPOC for review.</p> <p>Review QA format to consolidate essential points from IPR and UTS QA into one view. Also show activities since last review (delta).</p>	GEORGE	Ongoing	
82.	7/1/04	Complete the list of questions the ITPOC will ask of project managers making their initial presentation to the committee.	ALL		
135.	09/01/05	Education Bighorn project: Ask for submission of integrated project plan which showed management of State resources which had been missing in Phase I.	Kathy	In Progress	

¹ Action Item: A commitment to complete an action or an assignment.

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Item No.	Date Opened	Description	Assigned To	Status	Date Closed
136	09/01/05	Wildlife Licensing project: Request updates on deliverables that are overdue.	Kathy	In Progress	

Decisions²

Item No.	Decision	Date

Approved By

Signature	Name	Role	Date

² *Decision*: Reaching a conclusion... particularly in response to a course of action.